

# Program Notice

FGIS-PN-08-01

11-12-07

## INSPECTION CERTIFICATE UPDATES

### 1. PURPOSE

This program notice announces that the Grain Inspection, Packers and Stockyards Administration (GIPSA) is revising the format of official inspection certificates. Until all affected handbooks and directives can be revised, this notice serves to document the format changes.

### 2. BACKGROUND

GIPSA is modernizing its grain inspection and weighing business information systems to better meet the needs of its customers. Coming online throughout 2007 will be a new Certificate (CRT) application that automates the certification process and feeds data to the Inspection Data Warehouse (IDW), a comprehensive, national database of inspection and weighing information.

The Grain, Weighing, Bean, Rice, Pea, and Lentil Inspection Handbooks and program directives define the requirements and format for official inspection and weight certificates. Certificates issued by the Federal Grain Inspection Service (FGIS) and other official service providers all follow the same requirements.

### 3. CERTIFICATE FORMAT CHANGES

In July 2007 GIPSA published Directive FGIS 9290.16, Inspection Data Warehouse (IDW) for Grain Program Services, which specifies inspection and weighing record requirements for the IDW. Official service providers are required to electronically collect and transmit to IDW summary records for inspection and weighing services, excluding Class Y weights and Official Commercial Inspection Service (OCIS), beginning January 2008. Concurrent with this action, GIPSA is amending certificate formats. The CRT application is available to all official service providers. Official service providers using other certificate software may choose to adopt the new format before January 2008. Those official service providers who wish to use the new CRT application should contact Janine Goodson, Office of the Director, FMD, at (816) 823-2774 or email at [janine.k.goodson@usda.gov](mailto:janine.k.goodson@usda.gov).

The following changes have been made to official inspection certificates:

- a. Print all certificates on white 8-½ by 11-inch paper. The new certificates will identify the color of the certificate in the certificate header instead of using different color paper and will clearly display any qualifying statements. Attachment 1 shows an example and Attachment 2 identifies certificate types and qualifying features.

- b. Show all analytical results in the “Results” section of the certificate. Some results such as protein, odor, mycotoxin, and Starlink were formerly shown in remarks but will now be shown in the “Results” section, along with all other analytical results.
- c. Show additional information and statements in the “Remarks” section of the certificate.
- d. All certificates will include a re-sized USDA insignia in the top left corner that is exactly 20 millimeter (mm) or 13/16-inch wide. On non-export certificates, service providers may use company seals or logos. A re-sized FGIS logo that is 63 mm or 2-½ inches wide will be placed exactly in the center of the page. The font color of the logo shall be hexadecimal gray code #CBCBCB.

All official service provider certificates will follow FGIS formats for font size and type, bolding, italics, etc. (see Attachment 3). Section and field labels must also follow the same order and arrangement. Official service providers should not use FGIS form identifiers, the OMB approval number, or the Paperwork Reduction Act statement unless the formats are IDENTICAL. Attachment 4 shows required statements by type of certificate.

GIPSA must approve all agency-created certificates. Please submit specimen copies to Janine Goodson for approval. GIPSA has displayed all certificates types for viewing on the GIPSA website at [www.gipsa.usda.gov](http://www.gipsa.usda.gov).

#### **4. ACTIONS**

Retain this notice until all handbooks and program directives have been updated to reflect the format changes.



#### **5. QUESTIONS**

Direct any questions to Janine Goodson, Office of the Director, FMD, at (816) 823-2774 or email at [janine.k.goodson@usda.gov](mailto:janine.k.goodson@usda.gov).

*/s/John Giler*

John Giler, Director  
Field Management Division

**EXAMPLE: Official White Certificate**

FORM FGIS-905 JAN 07		UNITED STATES DEPARTMENT OF AGRICULTURE FEDERAL GRAIN INSPECTION SERVICE <b>U.S. GRAIN STANDARDS ACT</b>		Approved OMB No. 0590-0013
		<b>OFFICIAL SAMPLE-LOT INSPECTION</b> <b>OFFICIAL WHITE CERTIFICATE</b>		<b>ORIGINAL</b> <b>US-NOFO-1-00694</b> NOT NEGOTIABLE
<b>LEVEL OF INSPECTION</b> Original	<b>ISSUED AT:</b> DESTREHAN, LA	<b>DATE OF SERVICE:</b> May 24, 2007		
<b>IDENTIFICATION:</b> ACBL 145	<b>LOCATION:</b> Elevator A New Orleans, LA	<b>QUANTITY:</b> (this is NOT a weight certificate) 1 Bargetot		
<b>TYPE OF MOVEMENT:</b> In	<b>DATE SAMPLED:</b> May 24, 2007	<b>METHOD OF SAMPLING:</b> Mechanical Diverter		
<b>GRADE AND KIND:</b> U.S. No. 1 Dark Northern Spring Wheat, Dockage 0.3%				
<b>RESULTS:</b>				
Test Weight Per Bushel 59.8 lb/bu		Moisture 10.2 %		
Heat Damage 0.0 %		Damaged Kernels Total 0.4 %		
Foreign Material 0.4 %		Shrunken And Broken Kernels 1.2 %		
Defects 2.0 %		Contrasting Classes 0.0 %		
Wheat Of Other Classes 0.5 %		Dark Hard And Vitreous Kernels 79 %		
Protein 14.2 %, 12.0 % moisture basis				
<b>REMARKS:</b>				
				
<b>APPLICANT NAME:</b> A&B Grain Company		<b>NAME OR SIGNATURE:</b> Kerry F Petit		
<b>ISSUING OFFICE:</b> FGIS - New Orleans Field Office				
<small>This certificate is issued under the authority of the United States Grain Standards Act, as amended (7 U.S.C. 71 et seq.), and the regulations thereunder (7 CFR 800.0 et seq.). It is issued to show the kind, class, grade, quality, condition, or quantity of grain; or the condition of a carrier or container for the storage or transportation of grain; or other facts relating to grain as determined by official personnel. The statements on the certificate are considered true at the time and place the inspection or weighing service was performed. The certificate shall not be considered representative of the lot if the grain is transhipped or is otherwise transferred from the identified carrier or container or if grain or other material is added to or removed from the total lot. If this certificate is not canceled by a superseding certificate, it is receivable by all officers and all courts of the United States as prima facie evidence of the truth of the facts stated therein. This certificate does not excuse failure to comply with the provisions of the Federal Food, Drug, and Cosmetic Act or other Federal law. <b>WARNING:</b> Any person who shall knowingly falsely make, issue, alter, forge, or counterfeit this certificate, or participate in any such actions, or otherwise violate provisions in the U.S. Grain Standards Act, the U.S. Warehouse Act, or related Federal laws is subject to criminal, civil, and administrative penalties. The conduct of all services and the licensing of personnel under the regulations governing such services shall be accomplished without discrimination as to race, color, religion, sex, national origin, age, or handicap. According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information is 0590-0013. The time required to disclose this recordkeeping requirement is to average 13.32 hours per recordkeeper annually, including the time to retain such records, and to notify, disclose, and report to third parties such recordkeeping requirements.</small>				



## TYPES OF CERTIFICATES AVAILABLE AND QUALIFYING STATEMENTS

<b>Certificate Use</b>	<b>Certificate Subtitle or Color Reference</b>	<b>Qualifying Caption</b>
Export Inspection	None	None
Sample-lot inspections for grain, rice, and commodity inspection certificates for AMA commodities	“Official White Certificate”	None
Submitted sample inspections for grain and commodity submitted sample inspection certificates for AMA commodities	“Official Pink Certificate”	“NOT OFFICIALLY SAMPLED” above the grade line (Shadowed and capitalized in large type) (See example on the GIPSA website)
Commercial sample-lot inspections	“Official Green Certificate”	“COMMERCIAL” above the grade line. (Shadowed and capitalized in large type) (See example on the GIPSA website)
Commercial submitted sample inspections	“Official Blue Certificate”	“COMMERCIAL – NOT OFFICIALLY SAMPLED” above the grade line (Shadowed and capitalized in large type) (See example on the GIPSA website)
Warehouseman’s sample-lot inspections	“Official Yellow Certificate”	“QUALIFIED” above the grade line. (Shadowed and capitalized in large type) (See example on the GIPSA website)
Official grain weighing	“US Class X Weights”	None
Supervision of grain weighing	“US Class Y Weights”	“CLASS Y WEIGHING” above the kind of grain. (Shadowed and capitalized in large type) (See example on the GIPSA website)
Commodity weighing	No color or subtitle	



## FORMAT REQUIREMENTS

Description	Font	Size	Attribute
USDA Title	Times New Roman	8.5	
FGIS Title	Arial	6.5	
OMB Approval Number	Times New Roman	6	
Act Title	Arial	10	Bold, Italic
Certificate Type Title	Arial	13	Bold, Italic
Certificate Color/Reference Title	Arial	10	Bold, Italic
Corrected, Divided-Lot	Arial	10	Bold, Italic
Original or Copy	Arial	10	Bold, Italic
Certificate Number	Arial	11	Bold, Italic
Not Negotiable	Times New Roman	8.5	
NOT a Weight Certificate Qualifier	Arial	8	
Headings or Field Labels	Arial	9	Bold
Level of Inspection, Issued At, etc.	Arial*	9*	Bold (Heading Only)
Grade and Kind/Commodity	Arial*	9*	Bold (Heading Only)
Results and Remarks	Arial*	9*	Bold (Heading Only)
Applicant Name	Arial*	9*	Bold (Heading Only)
Name or Signature	Arial*	9*	Bold (Heading Only)
Issuing/Supervising Office	Arial*	9*	Bold (Heading Only)
Qualifying Statement	Arial	5	
Certification Statement	Arial	5	
Authority and Purpose Statement	Arial	5	
Warning Statement	Arial	5	Bold, Italic
Paperwork Reduction Act Statement	Arial	5	

\* Headings must comply with the standard font type and size. Any font type and size may be used in lieu of Arial 9 for the information (data) associated with the headings. For the associated information, however, use the same font type throughout.



## STATEMENTS

<b>Certificate Type</b>	Official Export Inspection Certificate (FORM FGIS-909) Official Grain Weight Certificate (FORM FGIS-960) Official Sample-Lot Inspection (FORM FGIS-905) Submitted Sample Inspection (FORM FGIS-914) Warehouseman's Sample-Lot Inspection (FORM FGIS-913)
<b>Certification Statement</b>	I CERTIFY THAT THE SERVICES SPECIFIED ABOVE WERE PERFORMED WITH THE RESULTS STATED.
<b>Authority Statement</b>	This certificate is issued under the authority of the United States Grain Standards Act, as amended (7 U.S.C. 71 <i>et seq.</i> ), and the regulations thereunder (7 CFR 800.0 <i>et seq.</i> ). It is issued to show the kind, class, grade, quality, condition, or quantity of grain; or the condition of a carrier or container for the storage or transportation of grain; or other facts relating to grain as determined by official personnel. The statements on the certificate are considered true at the time and place the inspection or weighing service was performed. The certificate shall not be considered representative of the lot if the grain is transshipped or is otherwise transferred from the identified carrier or container or if grain or other material is added to or removed from the total lot. If this certificate is not canceled by a superseding certificate, it is receivable by all officers and all courts of the United States as prima facie evidence of the truth of the facts stated therein. This certificate does not excuse failure to comply with the provisions of the Federal Food, Drug, and Cosmetic Act or other Federal law.
<b>Warning Statement</b>	<b>WARNING:</b> Any person who shall knowingly falsely make, issue, alter, forge, or counterfeit this certificate, or participate in any such actions, or otherwise violate provisions in the U.S. Grain Standards Act, the U.S. Warehouse Act, or related Federal laws is subject to criminal, civil, and administrative penalties. The conduct of all services and the licensing of personnel under the regulations governing such services shall be accomplished without discrimination as to race, color, religion, sex, national origin, age, or handicap.
<b>Paperwork Reduction Statement</b>	According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information is 0580-0013. The time required to disclose this recordkeeping requirement is to average *** hours per recordkeeper annually, including the time to retain such records, and to notify, disclose, and report to third parties such recordkeeping requirements.
<b>Submitted Sample Qualifying Statement</b>	The sample identification and inspection results shown on this certificate are assigned only to the quantity in the sample and not to any identified carrier, container, or lot from which the sample may have been taken. This certificate does not meet the requirements of section 5 of the U.S. Grain Standards Act.
<b>Warehouseman's Sample-Lot Inspection Qualifying Statement</b>	The results of this inspection were based on the sample obtained and submitted by an elevator employee licensed under a contract with the Service. The certificate does not meet the requirements of section 5 of the U.S. Grain Standards Act.

\*\*\*Time required to disclose recordkeeping requirement:

Official Export Inspection Certificate – 39.097

Official Grain Weight Certificate – 3.74

Official Sample-Lot Inspection – 13.32

Submitted Sample Inspection – 19.04

Warehouseman's Sample-Lot Inspection – 1.563

<b>Certificate Type</b>	Commodity Inspection Certificate (FORM FGIS-993) Commodity Submitted Sample Inspection (FORM FGIS-994) Rice Inspection Services Certificate (FORM FGIS-956)
<b>Certification Statement</b>	I CERTIFY THAT THE SERVICES SPECIFIED ABOVE WERE PERFORMED WITH THE RESULTS STATED.
<b>Authority Statement</b>	This certificate is issued under the authority of the Agricultural Marketing Act of 1946, as amended (7 U.S.C. 1621 <i>et seq.</i> ), and the regulations thereunder (7 CFR 868.1 <i>et seq.</i> ), and is receivable in all courts of the United States as prima facie evidence of the truth of the statements therein contained. This certificate does not excuse failure to comply with the provisions of the Federal Food, Drug, and Cosmetic Act, or other Federal Laws.
<b>Warning Statement</b>	WARNING: Sec. 203(h) of the Agricultural Marketing Act of 1946 provides that anyone who shall knowingly falsely make, issue, alter, forge, or counterfeit any official certificate, or aid, assist, or be party to such actions, is subject to a fine of not more than \$1000 or imprisonment for not more than 1 year, or both. The conduct of all services and the licensing of personnel under the regulations governing such services shall be accomplished without discrimination as to race, color, religion, sex, national origin, age, or handicap.
<b>Paperwork Reduction Statement</b>	According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information is 0580-0013. The time required to disclose this recordkeeping requirement is to average *** hours per recordkeeper annually, including the time to retain such records, and to notify, disclose, and report to third parties such recordkeeping requirements.
<b>Submitted Sample Qualifying Statement</b>	The sample identification and inspection results shown on this certificate are assigned only to the quantity in the sample and not to any identified carrier, container, or lot from which the sample may have been taken.

\*\*\*Time required to disclose recordkeeping requirement:  
Commodity Inspection Certificate – 17 hours  
Commodity Submitted Sample Inspection – 83.206 hours  
Rice Inspection Services Certificate – 17 hours

<b>Certificate Type</b>	Official Stowage Examination Certificate (FORM FGIS-915)
<b>Certification Statement</b>	I CERTIFY THAT THE SERVICES SPECIFIED ABOVE WERE PERFORMED WITH THE RESULTS STATED.
<b>Authority Statement</b>	This certificate is issued under the authority of the United States Grain Standards Act, as amended (7 U.S.C. 71 <i>et seq.</i> ), and the regulations thereunder (7 CFR 800.0 <i>et seq.</i> ) or the Agricultural Marketing Act of 1946, as amended (7 U.S.C. 1621 <i>et seq.</i> ), and regulations thereunder (7 CFR 868.1 <i>et seq.</i> ), as appropriate. It is issued to show the condition of a carrier or container for the storage or transportation of grain or commodity. The statements on the certificate are considered true at the time and place the inspection service was performed. If this certificate is not canceled by a superseding certificate, it is receivable by all officers and all courts of the United States as prima facie evidence of the truth of the facts stated therein. This certificate does not excuse failure to comply with the provisions of the Federal Food, Drug, and Cosmetic Act, or other Federal Law.
<b>Warning Statement</b>	WARNING: Any person who shall knowingly falsely make, issue, alter, forge, or counterfeit this certificate, or participate in any such actions, or otherwise violate provisions in the U.S. Grain Standards Act, the Agricultural Marketing Act of 1946, or related Federal laws is subject to criminal, civil, and administrative penalties. The conduct of all services and the licensing of personnel under the regulations governing such services shall be accomplished without discrimination as to race, color, religion, sex, national origin, age, or handicap.
<b>Paperwork Reduction Statement</b>	According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information is 0580-0013. The time required to disclose this recordkeeping requirement is to average 55.189 hours per recordkeeper annually, including the time to retain such records, and to notify, disclose, and report to third parties such recordkeeping requirements.

<b>Certificate Type</b>	Supervision of Grain Weight Certificate (FORM FGIS-964)
<b>Certification Statement</b>	I CERTIFY THAT THE SERVICES SPECIFIED ABOVE WERE PERFORMED WITH THE RESULTS STATED.
<b>Authority Statement</b>	THE CLASS Y GRAIN WEIGHTS INDICATED ON THIS CERTIFICATE WAS DETERMINED BY PERSONS EMPLOYED BY OR AT THE IDENTIFIED FACILITY WHO ARE OCCASIONALLY SUPERVISED BY THE SUPERVISING AGENCY. THE SUPERVISING AGENCY DID NOT DETERMINE THE WEIGHT OF GRAIN IDENTIFIED ON THIS CERTIFICATE.
<b>Warning Statement</b>	WARNING: Any person who shall knowingly falsely make, issue, alter, forge, or counterfeit this certificate, or participate in any such actions, or otherwise violate provisions in the U.S. Grain Standards Act, the U.S. Warehouse Act, or related Federal laws is subject to criminal, civil, and administrative penalties. The conduct of all services and the licensing of personnel under the regulations governing such services shall be accomplished without discrimination as to race, color, religion, sex, national origin, age, or handicap.
<b>Paperwork Reduction Statement</b>	According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information is 0580-0013. The time required to disclose this recordkeeping requirement is to average 42.084 hours per recordkeeper annually, including the time to retain such records, and to notify, disclose, and report to third parties such recordkeeping requirements.

<b>Certificate Type</b>	Official Commercial Sample-Lot Inspection (FORM FGIS-905-2) Official Commercial Submitted Sample Inspection (FORM FGIS-914-1)
<b>Certification Statement</b>	I CERTIFY THAT THE SERVICES SPECIFIED ABOVE WERE PERFORMED WITH THE RESULTS STATED.
<b>Authority Statement</b>	This certificate is issued under the authority of the United States Grain Standards Act, as amended (7 U.S.C. 71 <i>et seq.</i> ), and the regulations thereunder (7 CFR 800.0 <i>et seq.</i> ). It is issued to show the kind, class, grade, quality, condition, or quantity of grain; or the condition of a carrier or container for the storage or transportation of grain; or other facts relating to grain as determined by official personnel. The statements on the certificate are considered true at the time and place the inspection or weighing service was performed. The certificate shall not be considered representative of the lot if the grain is transshipped or is otherwise transferred from the identified carrier or container or if grain or other material is added to or removed from the total lot. If this certificate is not canceled by a superseding certificate, it is receivable by all officers and all courts of the United States as prima facie evidence of the truth of the facts stated therein. This certificate does not excuse failure to comply with the provisions of the Federal Food, Drug, and Cosmetic Act or other Federal law.
<b>Submitted Sample Qualifying Statement (FGIS-914-1 only)</b>	The sample identification and inspection results shown on this certificate are assigned only to the quantity of grain in the sample indicated and not to any identified carrier, container, or lot from which the sample of grain may have been taken.
<b>Warning Statement</b>	WARNING: Any person who shall knowingly falsely make, issue, alter, forge, or counterfeit this certificate, or participate in any such actions, or otherwise violate provisions in the U.S. Grain Standards Act, the U.S. Warehouse Act, or related Federal laws is subject to criminal, civil, and administrative penalties. The conduct of all services and the licensing of personnel under the regulations governing such services shall be accomplished without discrimination as to race, color, religion, sex, national origin, age, or handicap.
<b>Paperwork Reduction Statement</b>	N/A

<b>Certificate Type</b>	Commodity Weight Certificate (FORM FGIS-7)
<b>Certification Statement</b>	I CERTIFY THAT THE SERVICES SPECIFIED ABOVE WERE PERFORMED WITH THE RESULTS STATED.
<b>Authority Statement</b>	This certificate is issued under the authority of the Agricultural Marketing Act of 1946, as amended (7 U.S.C. 1621 <i>et seq.</i> ), and the regulations thereunder (7 CFR 868.1 <i>et seq.</i> ), and is receivable in all courts of the United States as prima facie evidence of the truth of the statements therein contained. This certificate does not excuse failure to comply with the provisions of the Federal Food, Drug, and Cosmetic Act, or other Federal Laws.
<b>Warning Statement</b>	WARNING: Sec. 203(h) of the Agricultural Marketing Act of 1946 provides that anyone who shall knowingly falsely make, issue, alter, forge, or counterfeit any official certificate, or aid, assist, or be party to such actions, is subject to a fine of not more than \$1000 or imprisonment for not more than 1 year, or both. The conduct of all services and the licensing of personnel under the regulations governing such services shall be accomplished without discrimination as to race, color, religion, sex, national origin, age, or handicap.
<b>Paperwork Reduction Statement</b>	N/A